

LIBRARY AND ALLIED SERVICES FOR BLIND AND PARTIALLY SIGHTED STUDENTS

Published by The Royal National Institute for the Blind.

(Available also in Braille)

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L616
R812

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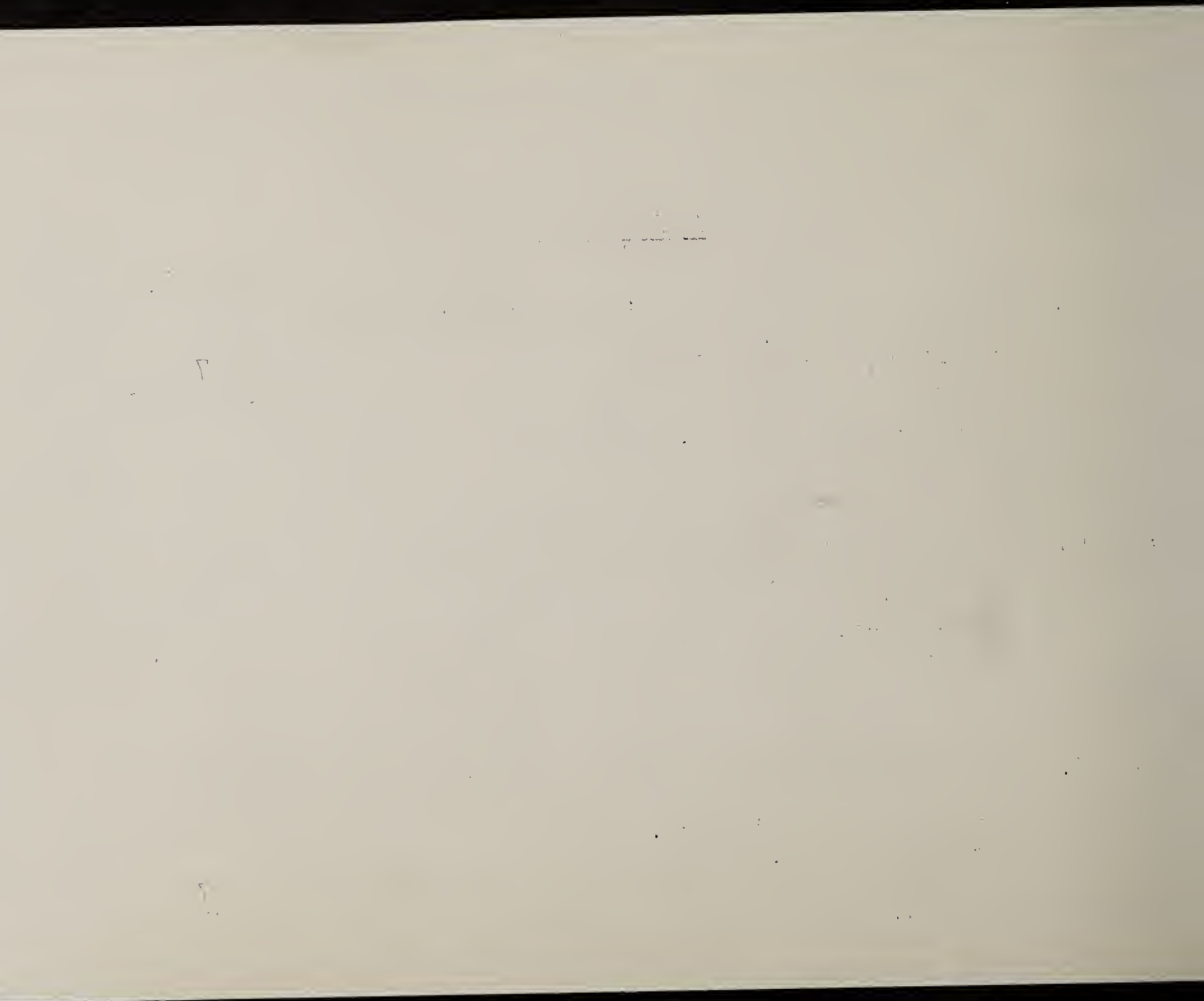
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Published by The Royal National Institute for the Blind.
224, Great Portland St., London, WIN 6AA

AMENDMENTS

Telephone

- Page 3. The R.N.I.B. Students' Library (Braille)
 Braille House,
 338-346, Goswell Road,
 London, EC1V 7JE
 Librarian: Miss S. Wilkinson
- 837
01-~~387~~ 9921
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- Page 6. The National Library for the Blind
 Cromwell Road,
 Bredbury,
 Stockport,
 Cheshire, SK6 2SG
- 061-494 0217/19
-
- Page 7. The British Talking Book Service for
 the Blind,
 Student Tape Library,
 Braille House,
 338-346, Goswell Road,
 London, EC1V 7JE
- 837
01-~~387~~ 9921



Other Useful Reference Documents and Sources of Assistance

Reading for the Visually Handicapped (The Library Association,
7 Ridgmount Street, Store Street, London, W.C.1)

Notes for the Guidance of Academic Staff Concerned with Visually
Handicapped Students (R.N.I.B.)

Partially Sighted Children (R.N.I.B.)

Association of Blind and Partially Sighted Teachers and Students
Hon. Secretary: Mr. K. Connell,
36 Town Row,
West Derby,
Liverpool 12.

The Partially Sighted Society
Secretary: Mr. E. S. Howell,
40 Wordsworth Street,
Hove,
Sussex,
BN3 5BH

The National Association for the Education of the Partially
Sighted
Hon. Secretary: Mr. Eric Dugmore,
East Anglian School for Partially Sighted
Children,
Church Road,
Gorleston,
Great Yarmouth,
Norfolk.

The Disabled Living Foundation,
246 Kensington High Street,
London,
W14 8NS

I. Introduction

This pamphlet is designed to give basic information regarding the sources of reading materials, and allied services, available to Blind and Partially Sighted students. More detailed information can be obtained direct from the appropriate libraries and agencies.

Before leaving school, any student with a serious visual handicap who intends to undertake a course of further education, is advised to enquire about services of the R.N.I.B. and grants available and to apply, as appropriate, for membership of the R.N.I.B. Students' Library (Braille), the National Library for the Blind, and the R.N.I.B. Student Tape Library Service for the Blind. The relevant catalogues should be requested. Students are also strongly advised to get their names on the mailing list of the Braille Monthly Announcements, or the print edition of the New Beacon, in order to keep up to date with new publications and recordings as the catalogues quickly becomes out-of-date as the result of additions to stock.

2. The R.N.I.B. Students' Library (Braille)

Address: 206, Great Portland Street, London,
WIN 6LQ

Telephone: 01-388 1266

Head of Department: Miss R. M. Fisher

Librarian: Miss M. Minoprio

Service and Conditions of Membership

Visually handicapped students may become members at any age, and those at school are encouraged to become individual members on entering the Sixth Form. The Service is free, but readers are responsible for the books whilst in their possession.

The Library is necessarily a co-operative venture and does not have recourse to the fines normally imposed by libraries for delays in the return of books. The efficiency of the service depends on the consideration shown by members. It is appreciated if members type their letters requesting books as this is more convenient for keeping records in the office. Students should reply promptly to letters sent out to them by the Library, since failure to do so retards the flow of books. In addition to the loan of books already in stock, including reciprocal arrangements with overseas libraries, the Library also provides other facilities free of charge. *Examination papers* can be transcribed into braille by the Library. It is *most* important, especially in the case of the newer universities or Departments without previous experience of blind students, that the appropriate authority (usually the student's own Department) be informed that this service is readily available. It is essential that the material for transcription is sent to the Library as early as possible, in view of the mass of papers which have to be transcribed in the early Spring and Summer. The authorities should be asked to inform the Students' Library at the first opportunity in the academic year of the papers which are likely to be required in braille. Complete confidentiality is guaranteed.

Special requests for transcription will always be considered, depending on the availability of suitable transcribers. Students are, nonetheless, asked to use discretion with regard to the material they submit, as in many cases topical items or those of only short-term interest, could be read to them direct, or onto tape. The latter may be preferable where material is required for further reference.

Requests

The value of requests being submitted as far as possible in advance of requirements, has been illustrated over the years, since there may often be only a single copy of the book, which may have to be reserved or recalled, possibly even from overseas. Whenever possible the student should contact his College tutor (or Head of Department) as soon as he has been accepted for a course, in order that a basic reading list with essential texts marked accordingly by the tutor (preferably with an indication as to whether alternative titles would be acceptable) can then be submitted to the Students' Library and the Student Tape Library for consideration. Equally, print copies of these Libraries' catalogues can be sent to the tutor to indicate what is already available in braille and on tape.

Subject requests (i.e. other than individual titles) are always welcomed by the Library.

If a book is not already in stock, several months ought to be allowed for its transcription, depending not only upon the availability of suitable transcribers, but also the nature of the material itself (i.e. technical or scientific books, often incorporating graphs, diagrams, etc., usually take longer). Both tutors and students should be aware of the time taken in producing braille, particularly when the books are long or complex, as transcription is undertaken by volunteers.

Returning Books

Readers should return books as soon as they have finished with them, or immediately upon being requested to do so by the Librarian. An addressed label is fixed to the front page of each volume for the return of the

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copy copies

book and should be stuck on top of the one on the bag. Bags must be securely fastened in two places.

Normally a book is sent out complete, and should be returned likewise, but if this is not convenient, volumes should be returned in their correct order, so that the first volume can be sent on to the next reader without delay. Since stocks of books are limited, students are asked not only to return books promptly when requested to do so, but also not to retain them for long periods unused, such as leaving them at College over the long vacation. If a student needs to keep a book for a longer period, this can usually be arranged if there is not too great a demand for the book, but it does help if he can mention in his letter approximately how much longer he requires the book. Students would be well advised to take their own braille notes from braille books for further reference and revision as the book will have to be returned to the Library.

Change of Address

Members must give immediate notice of any change of address, and state whether it is permanent or temporary. This includes informing the Library of the dates of moving from home to University address, and vice versa.

3. The National Library for the Blind

Address: (UNTIL FURTHER NOTICE) 35, Great Smith
Street, London,
SW1P 3BU

Telephone: 01-222 2725

Librarian and Director-General: Dr. W. A. Munford.

(1) for all areas excluding those listed opposite, apply to above.

(2) for the metropolitan counties of Greater Manchester, Merseyside, West Midlands, Tyne & Wear, South Yorkshire and West Yorkshire; and the non-metropolitan counties of Avon, Cheshire, Cleveland, Cumbria, Derbyshire, Durham, Gloucestershire, Hereford and Worcester, Lancashire, Leicestershire, Lincolnshire, Norfolk, Northumberland, Nottinghamshire, Shropshire, Staffordshire, Warwickshire and North Yorkshire apply to:

Mrs. J. Rustage, Chief Assistant,
Northern Branch, National Library for the Blind,
5, St. John Street, Manchester, M3 4DL
(Telephone: 061-834 0254 and 0432)

Service and Conditions of Membership

This is a separate Library from the R.N.I.B. Students' Library. The service is free and is available to any visually handicapped person. The Library holds the largest stock of braille books in the United Kingdom and students may find it worthwhile exploring its catalogues for relevant material. When applying for books readers should state that they need them for study purposes.

4. The British Talking Book Service for the Blind, Student Tape Library

Address: 224, Great Portland Street, London, WIN 6AA
Telephone: 01-388 1266
Librarian: Miss H. Urquhart

Service and conditions of Membership

The Student Tape Library works in co-operation with the Students' Library by providing a service of recorded material for study. Membership of the Library is open to any visually handicapped person over 16. Full membership is open to students in full-time education who

may use all titles in stock (which in October 1976 totalled some 3,700) and may also request the recording of titles not already in the catalogue. Those not in full-time education may become restricted members, using only the titles in stock. In addition all members of the Student Tape Library have access to all titles in the general Talking Book Library which, in February 1977, totalled about 2,900. This latter facility should not be overlooked as it constitutes a valuable source not only for reading for pleasure, but also for books which especially for students of English and History, may well be standard texts.

If the applicant is registered as partially sighted, or not registered as blind, a section on the application form must be signed by an ophthalmic surgeon to the effect that the applicant has defective reading vision, and would benefit from the use of a Talking Book.

It is recommended that students should apply to join the Library on or before applying for any full-time course of further education; in any event as soon as they have been accepted on such a course. Anyone of 16 or over may join whilst still at school if it would be useful for them to use student tapes then.

The service makes use of the same type of equipment as the general Talking Book Library. There is an annual charge of £6 but otherwise the service is free. If the applicant cannot meet this charge, it can usually be met by his Social Services Department, Voluntary Association for the Blind, or from his R.N.I.B. students' grant. No applicant should be denied the service solely on the grounds of his inability to pay the charge. To save incurring the charge prematurely, students may indicate that they will not need the machine until their course actually starts, although here it may be said that it is sometimes useful

to have embarked upon some preliminary reading prior to the commencement of the course.

Comments on use of the Students' Library (see 2 above) concerning the prompt return of books, the typing of letters of request where possible, the immediate notification of change of address, and the time taken in producing material (though less in the case of tapes) are all applicable to the Student Tape Library.

Requests

Requests for books to be recorded should give as much notice as possible. Requests should be sent to the Student Tape Librarian and should allow, as a general rule, three to four months for completion, although urgent ones can be expedited. On the other hand difficult or highly technical texts may take longer, and delays always tend to occur at the beginning of each academic year with the rush of requests. Special requests will, however, always be considered in the light of available readers, and the nature of the material.

Requests for books from the catalogue may either be sent to the Tape Librarian, or direct to:

The Librarian,

The British Talking Book Service for the Blind,

Nuffield Library, Mount Pleasant,

Wembley, HAO IRR

5. Other Sources of Assistance and Material

(a) Commercial Recordings

In addition to braille and tape material there are a number of commercial recordings (disc and tape) not only of music but also of the spoken word (prose, poetry and drama) obtainable from those public libraries offering a Lending Service, and may be purchased from most good

record shops. These might prove especially useful for students of Music and English. Taped books and study courses, e.g. the Sussex Tapes (Devonshire Works, Barley Mow Passage, London, W4 4PH) and Caedmon Tapes produced by Cedric Chivers Ltd, 93-100 Locksbrook Road, Bath, BA1 3EN, are becoming increasingly available. It is likely that most of this commercially available material will be more suitable for background reading rather than for specific courses.

(b) Other Tape Services

A number of local tape-recording services are being established and students are advised to enquire about these from their Social Services Department, Blind Association, the Association of Blind and Partially Sighted Teachers and Students, College Authorities and the R.N.I.B. Students can also approach The Tape Recording Service for the Blind (Mr. Charles Cadwell, M.B.E.) 48 Fairfax Road, Grange Estate, Farnborough, Hants. This service may, however, be more useful for its ability to cater for more specialised requirements such as play reading, magazines and instruction manuals.

Mrs. Wendy Davies, 9 Walkers Lane, Tarporley, Cheshire, will undertake to record urgent material on a 48-hour turn around basis if it does not exceed 2 hours in length. Recording will be made on either open reel or compact cassette which should be supplied by the student.

(c) Large Print Books

A limited range is available from the National Library for the Blind (the Austin books); Ulverscroft Large Print Books Limited, The Green, Bradgate Road, Anstey, Leicester; George Prior Publishers Ltd., Rugby Chambers,

2 Rugby Street, London, WC1N 3QU; Cedric Chivers Ltd., 93-100 Locksbrook Road, Bath, BA1 3EN. Titles cater both for relaxation reading and for certain more general or literary academic requirements. Copies can be obtained from or through Public or College Libraries.

(d) *Readers*

Most blind, and some partially sighted, students find the need to recruit some reading assistance to compensate for the limited range of material available in braille or on tape, and the inevitable delay in obtaining it. At college such assistance may often be arranged through friends or members of the Department but the need may still arise for more formally arranged plans with definite undertakings on both sides.

In cases where the reader has—or can be lent—a tape recorder, reading onto tape has been found mutually agreeable. It gives both student and reader freedom from specified times and places for reading and, for the student, has the added advantage of providing a fairly durable source of further reference. For more selective or specific reading, however, the material may be better communicated in person. Each individual student will assess his own particular needs differently, but a decision is best made after some experimentation with different procedures which may well vary according to the stage of studies.

In some towns such as Coventry and Leeds there are local reading groups who will read anything from novels to weighty texts. These groups will try to arrange to meet all requirements, whether they be for face-to-face reading, or for remote recording. Such groups are usually operated by volunteers and the hours of operation are usually quite flexible. Social Services Departments should

have details of any such groups. In Leeds and Coventry, however, the following people should be contacted:

Leeds: Mrs. M. Latimer, Leeds Council for Volunteer Services, 229, Woodhouse Lane, Leeds 2, (Tel: Leeds [0532] 450 313).

Coventry: Reverend G. D. Spiller, c/o Social Services Department, The Council House, Earl Street, Coventry. (Tel: Coventry [0203] 25555, Ext. 2121 or 2781).

(e) *Braille Transcription Services*

Short documents (not exceeding 3000 words) can be transcribed into braille by the Warwick Braille Document Service. This is a computerised transcription service, centred at the University of Warwick, which produces braille on one side of Perkins size braille paper. It could be useful for transcribing short seminar papers, lecturers' hand-outs and short articles from periodicals. It must be stressed, however, that the service *cannot* handle material of a mathematical or scientific nature. The service aims to provide a 48 hour turn-around in material. The text to be transcribed must be either printed, typed or clearly read onto a dictaphone or Philips pocket memo miniature cassette (NB *not* compact cassette) tape. The service is at present free. Requests for texts to be transcribed should be sent, together with student's name and address, to the Warwick Braille Document Service, Department of Engineering, University of Warwick, Coventry, CV4 7AL.

A group of braillists working under the direction of Lieutenant-Colonel Micklam are prepared to transcribe almost anything, from text books to short notes and letters, into braille. This service deals with requests on a rotation basis and anybody requiring transcription of lengthy or complex documents may have to wait a

considerable time for their requests to be met. Copy for transcription, which should be printed or typed, should be sent to Lieutenant-Colonel Micklam, Whitchurch Lodge, Henstridge, Templecoombe, Somerset BA8 0PA.

The following transcribing services have also been found to be very useful for students:—

(1) Leeds Braille Group:

Mrs. B. Jackson, 49 Sandhill Oval, Halton, Leeds, LS17 8EF

(2) Harehills Braille Group:

Mrs. Hassell, 11 Airlie Place, Harehills, Leeds, LS8.

(f) *Special Grants*

Any visually handicapped student entering full-time further education, or part-time education leading to a recognised qualification, can apply to the R.N.I.B. for a student grant. This grant, initially of up to £250, is to cover costs of services or materials directly consequent on the visual handicap, e.g. braille equipment, typewriters, tape recorders' payment of readers, membership of Student Tape Library. The grant can be extended by a further £150 if a student has used it fully before entering his final year, or if he is undertaking post-graduate studies. Special circumstances or applications will always be considered by the Education Assistance Committee. The grant is not a lump sum payment but a credit account against which these items may be charged. The terms of the grant are fully laid out in the letter informing the student that such assistance will be made available to him.

Visually handicapped students may also apply to their local Education Authority in their home area for the award of a discretionary disabled students' grant of (currently) £140¹²⁸ per annum which can be used to provide any equipment required or for the payment of readers

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and any other necessary expenditure. Details of this award may be obtained from the Chief Education Officer.

The Specialist Careers Officers at the R.N.I.B., working in association with the appropriate Bodies, have particular responsibility to assist and advise students in further and higher education on any problem arising from their visual handicap.

Conclusion

Some students reading these comments may not have been aware before of the R.N.I.B. services and they are encouraged to make personal contact with the R.N.I.B. so as to be sure that they are using all the services which are appropriate to their needs.

Other Useful Reference Documents

Reading for the Visually Handicapped (The Library Association)

Notes for the Guidance of Academic Staff Concerned with Visually Handicapped Students. (R.N.I.B.)

Partially Sighted Children. (R.N.I.B.)

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